



ESTD. 1929  
**CHECK LIST**

**FOLLOWING DOCUMENTS ARE REQUIRED ALONG WITH  
APPLICATION FOR DECK/ENGINE SIDE WATCHKEEPING RATING**

**XEROX COPY OF EACH DOCUMENT MUST BE ARRANGED IN THE FOLLOWING SEQUENCE**

Name :

Place of Birth :

Date of Birth:

(If Name and Place of birth is different in CDC and Passport, Notarized Affidavit to submit in original).

		Company	INSA	Remarks
1.	APPLICATION FORM IN ORIGINAL DULY FILLED & SIGNED			
2.	COPY OF SEAFARERS IDENTIFICATION NUMBER			
3.	COPY OF INDOS NUMBER			
4.	COPY OF CDC (all stamped pages)			
5.	COPY OF PASSPORT (all stamped pages)			
6.	LETTER ISSUED BY THE OWNER OF THE VESSEL/AGENT IN ORIGINAL REGARDING SEA SERVICE WITH RPSL NUMBER AND E-MAIL ADDRESS			
7.	COMPLETE TRAINING RECORD BOOK			
8.	WATCH KEEPING SEA SERVICE TESTIMONIAL			
9.	COPY OF PRE SEA TRAINING COURSE			
10.	COPY OF BASIC COURSE AS FOLLOWS: 1. FIRE PREVENTION & FIRE FIGHTING (Refresher Training in Fire Prevention and Fire Fighting is required if FPF > 5 years old. 2. ELEMENTARY FIRST AID 3. PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES 4. PERSONAL SURVIVAL TECHNIQUES (Refresher Training in Personal Survival Techniques if PST > 5 years old) 5. SECURITY TRAINING FOR SEAFARERS WITH DESIGNATED DUTIES (STSDSD)			
11.	COPY OF ARTICLE OF AGREEMENT OF CONTRACT LETTER			
12.	COPY OF S.S.C MARK SHEET/PASS CERTIFICATE POST 1998 CANDIDATES WITH ENGLISH SUBJECT			
13.	COPY OF MEDICAL FITNESS CERTIFICATE			
14.	THREE RECENT COLOUR PHOTOGRAPHS (SIZE <b>40 mm x 30 mm</b> )			
15.	SELF ADDRESSED ENVELOP FOR SPEED POST			
17.	1. Submit your Fee of MMD Rs.3750/ through the website <a href="http://www.bharatkosh.gov.in">www.bharatkosh.gov.in</a> and submit the copy of receipt with the application 2. The Service charge of Rs.1027/- to be deposited in the following account. Name of the Bank: Axis Bank Ltd. Account No. 447010100027715, Beneficiary Name : Indian National Shipowners Association Type of Account : Saving Account Swift/Sort/IFSC Code : UTIB0000447			

Contact No. of Applicant

*Signature of the Applicant*

Name & Authorised Signatory of INSA Company

Company Stamp

Name & Authorised Signatory of INSA